

Specialized Programs & Services

Title: Office of Civil Rights

The state of Idaho is responsible to assure that programs using federal funding for Professional-Technical Education meet civil rights laws. The Civil Rights office requires the state to provide a targeting plan for evaluating programs, provide criteria for choosing these programs, and report and follow-up on program/school recommendations and violations.

Targeting Plan

The targeting plan for conducting on-site reviews of professional technical programs is outlined to the Office of Civil Rights every two years. It is based on the criteria provided below.

There are two sub-recipient groups of Idaho professional technical programs. One group comprises the 109 public school districts receiving Professional-Technical Education funds. At least two school districts will be selected for on-site reviews each year.

The second group is made up of seven state postsecondary institutions that have Professional-Technical Education programs, and at least one institution will be designated for an on-site visit each year.

Criteria for Selecting Reviews

Based on state information collected by Data and Information Operations (DIO), each sub-recipient will receive a potential noncompliance rating. The DIO will be updated annually for each professional technical program and district/institution.

For the next two years the following criteria for rating are the primary focus:

- Schools that offer Professional-Technical Education programs which enroll students of one race, color, or national origin in substantially greater or less proportions than the representation in the school's service area.
- Schools which enroll students of one sex in substantially greater or lesser proportions than the representation in the school's service area.
- Schools which satisfy criteria a & b above and have state/federal funded programs may receive MOA reviews. Larger districts may be divided in order to focus on specific school/program elements within the district.
- Schools that show programs with no students with disabilities.

Other areas that may be factored into the decision to conduct a site-visitation are:

- a. The receipt of local knowledge of a sub-recipient's practices that raise potential civil rights compliance problems.

- b. Reports of possible noncompliance either written or verbal.
- c. Information or reports from OCR that indicate compliance violations.
- d. Time elapsed since the last on-site review.
- e. Number of students in the professional technical programs.
- f. Number of programs in the school.

Procedures for Reporting and Follow-up

The DIO data to be reviewed will be compiled from the total population of each subgroup. Those sub-recipients receiving the highest potential noncompliance rating (historically between 10.00 and 7.00) and have funded professional technical programs will be selected for on-site MOA visits. During the desk audit each October, at least two districts and one postsecondary institution (using a rotational basis) will be selected after careful review of the data. These sites will then be notified and a request for an on-site visit will be made. The selected sites will be asked to supply additional information, including:

- a. Professional technical enrollment figures for the academic year with number of males and females, ethnic minority and handicapped students identified.
- b. Student handbooks.
- c. Outline of recruitment policies and procedures.
- d. Class schedule for the academic year.
- e. A tour of facilities.
- f. A list of program(s) advisory committee

An on-site review of Professional-Technical Educational program will be done each year in accordance with the Methods of Administration of the Office of Civil Rights Guidelines for two high school/districts and one postsecondary institution in Idaho.

The purpose of the on site review is to verify data reviewed during the desk audit conducted earlier in the year and to obtain information not available during that review which pertains to issues of the Civil Rights Guidelines for Professional-Technical Education. This Vocational MOA review focuses on the compliance status of Professional-Technical Education programs in each school district in accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the relevant regulations.

A letter of findings will notify schools/districts of findings based on the review of information submitted by the District and meetings with educators in the school district. The report of observations and findings will include citations and recommendations.

Compliance with Title IX, Title VI and Section 504 is sought by informal means whenever possible. The Division solicits the cooperation of the schools in taking remedial action as appropriate, responsive to the findings in the report. The Voluntary Correction Plan (VCP) is a required action item, and will eventually be forwarded to the Civil Rights Office in Washington D.C. along with the report. The MOA Coordinator is required to remind each school/district of their continuing obligation to regularly monitor activities relative to Civil Rights.

A biennial MOA report for the state will be sent to the U. S. Department of Education, Civil Rights Office, by July 1, every two years. The next report is due in 2006.

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Approved: July 1, 2005